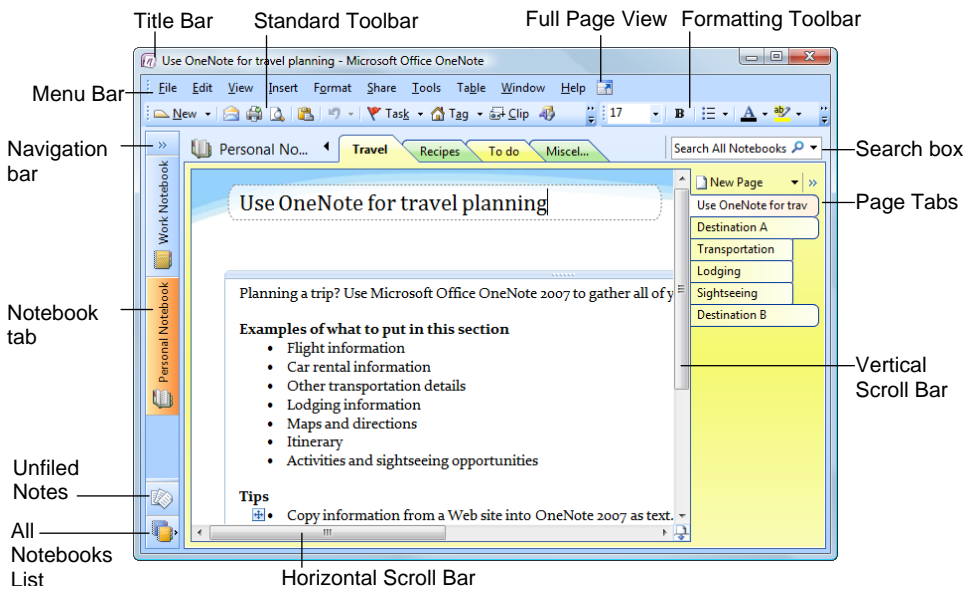


# OneNote 2007 Training

## OneNote Quick Reference Card

Share this OneNote Cheat Sheet with others or post it on your Website!

### OneNote 2007 Screen



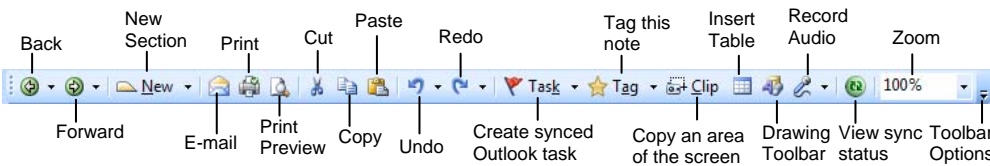
### Keystroke Shortcuts

#### General

Open a Section	<Ctrl> + <O>
Create a New Page	<Ctrl> + <N>
Print a Page	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Help	<F1>
Full Page View	<F11>
Task Pane	<Ctrl> + <F1>
Create Outlook task	<Ctrl> + <Shift> + <1> thru <5>
Insert Hyperlink	<Ctrl> + <K>
E-mail Page	<Ctrl> + <Shift> + <E>
Select Page	<Ctrl> + <Shift> + <A>

### The Fundamentals

#### The Standard Toolbar



- **To Create a New Page, Subpage, Section, Section Group or Notebook:** Click the **New** button list arrow on the Standard toolbar or select **File** → **New** from the menu and select an option from the list.
- **To Open a Notebook:** select **File** → **Open** → **Notebook** from the menu.
- **To Open a Section:** Select **File** → **Open** → **Section** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Notebook or Section with a Different Name:** Select **File** → **Save As** from the menu and enter a different name in the File name text box.
- **To Create a New Note:** Click on the page where you want to insert the note and begin typing.
- **To Correct a Spelling Error:** Right-click the error and select a suggestion from the contextual menu.
- **To Preview a Page:** Click the **Print Preview** button on the Standard toolbar or select **File** → **Print Preview** from the menu.
- **To Print:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- **To Show Standard and Formatting Toolbars on Two Rows:** Click the **Toolbar Options** button and select **Show Buttons on Two Rows**.
- **To Get Help:** Press **<F1>** to open the Help window, type your question and press **<Enter>**.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Place the insertion point where you want to paste the text, click the **Paste** button on the Standard toolbar, or press **<Ctrl> + <V>**.
- **To Move a Note:** Click the top bar of the note and drag the note. To move text within a note, click the **Move** icon next to the text and drag the text.
- **To Delete a Note:** Select the note and press **<Delete>** or right-click and select **Delete**.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press **<Ctrl> + <Z>**.
- **To Redo:** Click the **Redo** button on the Standard toolbar or press **<Ctrl> + <Y>**.
- **To Find Text:** Select **Edit** → **Find** from the menu or press **<Ctrl> + <F>** or click the **Instant Search** box.

#### Navigation

Next Section	<Ctrl> + <Tab>
Previous Section	<Ctrl> + <Shift> + <Tab>
Open New Window	<Ctrl> + <M>
New Side Note Window	<Ctrl> + <Shift> + <M>

#### Text

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Font Task Pane	<Ctrl> + <D>
Check Spelling	<F7>

#### Tag

To Do	<Ctrl> + <1>
Important	<Ctrl> + <2>
Question	<Ctrl> + <3>
Remember for later	<Ctrl> + <4>
Definition	<Ctrl> + <5>
Highlight	<Ctrl> + <6>
Contact	<Ctrl> + <7>
Address	<Ctrl> + <8>
Phone number	<Ctrl> + <9>

# Notebook Hierarchy

## Notebook Hierarchy

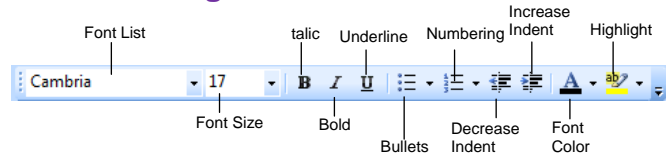
- Notebook:** Notebooks are the largest component: they store sections and pages.
- Section:** Sections store pages that are related under a single topic.
- Page:** Pages contain specific notes and information on a particular topic.
- Subpage:** Subpages can be used if a page doesn't have enough room, or to further organize the content of a page.

## Notebook Tasks

- To Copy Part of the Screen (Take a Screen Clipping):** Select **Insert** → **Screen Clipping** from the menu. Or, click the **Clip** button on the Standard toolbar and drag pointer over the area of the screen you want to copy.
- To View Sections in All Open Notebooks:** Click the **All Notebooks List** button. Select a section to open it in the window. Or, click the **Expand Navigation Bar** button to view all open notebooks and sections in the Navigation Bar.
- To Create a Task from a Note:** Select **Insert** → **Outlook Task** from the menu, or click the **Task** button on the Standard toolbar, and select the type of task you want to create in Outlook. You may also press **<Ctrl> + <Shift> + <1-5>** to create a task from a note.
- To Tag a Note:** Select **Insert** → **Tag** from the menu, or click the Tag button on the Standard toolbar, and select the type of tag you want to assign to the note. You may also press **<Ctrl> + <1-9>** to tag a note.
- To View Tagged Notes:** Select **View** → **All Tagged Notes** from the menu, or click the **Tag** button list arrow on the Standard toolbar and select **Show All Tagged Notes**. Choose how to view the tags in the Tags Summary task pane.
- To Add Color to a Notebook:** Select **Format** → **Notebook Color** from the menu. Click the **Color** list arrow and select a color. Click **OK**.
- To Add Color to a Section:** Select **Format** → **Section Color** from the menu and select a color from the list.
- To Create a Table:** Click the **Insert Table** button the Standard toolbar and select the number of columns and rows from the grid.
- To View Full Page Mode:** Select **View** → **Full Page View** from the menu, click the **Full Page View** button the menu bar, or press **<F11>**.
- To View Unfiled Notes:** Click the **Unfiled Notes** button on the Navigation Bar.
- To Insert Date and Time:** Select **Insert** → **Date and Time** from the menu, or press **<Alt> + <Shift> + <F>**.
- To Add Lines or a Grid to the Page:** Select **Format** → **Rule Lines** from the menu and select an option from the list.
- To Move Sections:** Click and drag the section to rearrange the order of sections in the notebook. Or, click and drag the section into another open notebook in the Navigation Bar to move it into another notebook.
- To Move Pages:** Click and drag the page tab and drag it to rearrange it in the section, or drag it to a section tab to move it into the section. Or, click and drag the page into another open notebook in the Navigation Bar to move it into another notebook.

# Formatting

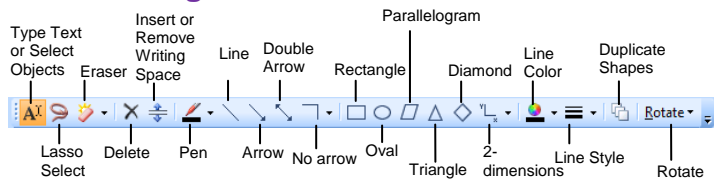
## The Formatting Toolbar



- To Format Selected Text:** Change the appearance of text by clicking the **B Bold** button, **I Italics** button, or **U Underline** button. Change the font type by selecting a font from the **Font list**. Change the font size by selecting the pt. size from the **Font Size list**. Add bullets to a list by clicking the **Bullets** button. Add numbering to a list by clicking the **Numbering** button. Indent a paragraph by clicking the **Increase Indent** button. Decrease an indent by clicking the **Decrease Indent** button.

# Drawing and Graphics

## The Drawing Toolbar



- To View the Drawing Toolbar:** Click the **Drawing** button on the Standard toolbar, or select **View** → **Drawing Toolbar** from the menu.
- To Select Several Notes on a Page:** Click the **Lasso Select** button on the Drawing Toolbar. Click and drag around the notes you want to select on the page.
- To Draw a Line or Shape:** Click the button for the line or shape you want to draw on the Drawing toolbar. Draw the shape by clicking on the page with the + pointer and dragging until the shape reaches the desired size.
- To Erase a Line or Shape:** Click the **Eraser** button on the Drawing Toolbar. Click and drag to erase content on the page.
- To Change the Eraser:** Click the **Eraser** button list arrow on the Drawing Toolbar and select an eraser from the list.
- To Duplicate a Drawn Shape:** Click the **Duplicate Shapes** button. Then click the button for the shape you want to draw. Draw the shape on the page. Then click anywhere on the page, and a duplicate of the previously drawn shape will appear.
- To Draw a Multi-Dimensioned Line:** Click the **Dimensions** button on the Drawing toolbar. Select the type of line you want to draw: **2 dimensions, positive**; **2 dimensions, full**; **3 dimensions**. Then click and drag on the page to draw the line.
- To Use the Pen:** Click the **Pen** button on the Drawing Toolbar and select a pen from the list. Or, select **Tools** → **Writing Tools** → **Pens** from the menu and select a pen from the list.
- To Change the Pen Mode:** Select **Tools** → **Pen Mode** from the menu and select a mode from the list.
- To Rotate a Shape:** Click the **Rotate** button on the Drawing Toolbar and select an option from the list.
- To Add Writing Space:** Click the **Insert or Remove Extra Writing Space** button on the Drawing Toolbar and click where you want to add writing space to the page.